

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Insurance Branch
926 Ames

EXTENSION

NO.

PERS 79-1025

DATE

18 December 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/BSO

2.

C/BSO

3.

DD/Pers/SP

4.

~~EA/OP~~

5.

DD/Pers

6.

7.

C/IB

926 Ames

9.

10.

11.

12.

13.

14.

15.

Attached for your review and approval is a recommended Employee Bulletin announcing the annual GEHA meeting tentatively scheduled for Wednesday, 30 January at 10:00 a.m. This is not a GEHA Board of Directors election year.

Based on the past 3 years average attendance of 35, it is recommended we hold this meeting in Room 1E-74 Headquarters. This room holds 48 people and will accommodate the slide presentation.

Will make the presentation this year? Please advise me.

I would recommend the use of room 1E74 based upon past experience.

agree

Approved For Release 2003/05/27 : CIA-RDP86-00964R000100030001-3
 AND TRANSM. 1/8/80

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DO/Per 19 JAN 1980	AB	1/8/80
2.			
3.	DO/Per 1st OK		1/10/80
4.	C/BSO		1/10
5.	C/IB		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Ben's Risk especially minimal
 this year since self only
 rate went down & with family
 rate went up only 11¢ per
 pay period. I have no problem
 with IE 74. *copy*

DO NOT

FROM:

approvals, concurrences, disposals,
 or actions

Room No.—Bldg.

Phone No.

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 5041-102

OPTIONAL FORM 41 (Rev. 7-76)
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